

9 December 1988

Training

TRAINING AND CERTIFICATION PROGRAM
FOR PERSONNEL WORKING IN AMMUNITION OPERATIONS

Summary. This regulation establishes a training and certification program for personnel involved in munitions planning and operations.

Supplementation. Supplementation of this regulation is prohibited unless prior approval is obtained from Commander, TRADOC, ATTN: ATPL-MSP.

Applicability. This regulation applies to all TRADOC installations and contractors. Installations and contractors requiring or desiring training for their employees should contact their procuring contracting officer for

appropriate training information. Training costs will be paid in accordance with contract provisions.

Suggested improvements. The proponent of this regulation is the Office of the Deputy Chief of Staff for Personnel, Administration and Logistics. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATPL-MSP, Fort Monroe, VA 23651-5000.

Contents			
	Paragraph	Page	
Purpose	1	1	Certification requirements
Explanation of terms	2	1	6
Responsibilities	3	1	2
Policy	4	2	Training records and certificates
Training recommendations	5	2	7
			2
			Appendix A. Training Requirements
			3
			Appendix B. Examples of Typical
			Covered Positions
			3

1. Purpose. This regulation establishes a training and certification program for personnel involved in munitions planning and operations. It provides suggested training courses to installations. The program is designed to increase the munitions safety awareness, technical knowledge, and operational proficiency of covered employees.

2. Explanation of terms.

a. Certification. Written proof that personnel working with munitions have the training and/or experience to work in a safe and professional manner.

b. Certification board. A locally established board that typically consists of directors/chiefs of organizations responsible for munition activities, civilian personnel representatives, safety managers, Senior Quality Assurance Specialists (Ammunition Surveillance), and, if applicable, union representatives.

c. Certifying official. The local installation or activity commander or designated representative.

d. Munitions. Includes conventional ammunition and explosives, guided missiles and large rockets, and chemical surety materiel (both in bulk and ammunition form).

e. Interim certification. Certification to bridge the gap after an employee has been assigned to a covered position but prior to certification recommended by this regulation.

3. Responsibilities.

a. The Commander, TRADOC, establishes and maintains policy for this program to assure sources of training and technology are available to accomplish stated purposes.

b. Commanders of installations with munitions missions will—

(1) Assure the provisions of this regulation are available to all covered employees.

(2) Serve as the certifying official (or appoint, in writing, an appropriate designee), establish an installation certification board, and act on the recommendations of the board.

(3) Encourage an atmosphere in which formal training is desirable for both supervisory and nonsupervisory personnel.

(4) Provide for presentation of DA Form 87 (Certificate of Training) to certified employees at an appropriate ceremony. The commander, or his designated representative, should personally present certificates to individuals certified under this program. This form is available at your publications stockroom.

c. Each certification board is responsible for—

(1) Determining which course(s) listed in appendix A are recommended for specific individuals involved in munition and explosive planning and operations.

(2) Recommending certification of qualified personnel to the certifying official for approval.

(3) Assuring that copies of all applicable actions are maintained in appropriate records.

(4) Determining the scope of and need for refresher training.

(5) Determining the need for expanding ammunition training to munitions managers.

d. Installation management and supervisory personnel will—

(1) Assure all covered employees are kept abreast of current procedures and standards applicable to the safe and proper performance of their duty.

(2) Review records of certified employees and, if circumstances warrant, recommend retraining or additional training in order for employees to gain or maintain certification.

4. Policy.

a. This program is recommended for all TRADOC installations. Personnel should have either interim certification or certification prior to assignment to munitions operations.

b. Ammunition career employees who are certified through career program training have fulfilled the provisions of this regulation.

c. Covered personnel should receive training as specified in appendix A or as specified by the certification board.

d. Personnel assigned exclusively to inert ammunition operations are not prime candidates for certification.

e. Typical job titles and series affected are provided in appendix B. Additional positions may be identified for inclusion in this program at the discretion of the local certification board based on the munitions related duties performed.

f. This program does not replace local training programs required by other regulations in areas of job orientation, safety, standing operating procedures, or basic work principles provided to all employees.

5. Training recommendations.

a. Appendix A lists the minimum formal training recommended for certification of covered personnel. Other formal classroom training may be substituted for those listed in appendix A if judged equivalent by the certification board. On-the-job training may not be substituted for formal classroom training.

b. Training requirements for issuance of interim certification will be prepared by the local installation and approved by the certification board.

c. Contractors requiring or desiring training for their employees should contact their procuring contracting

officer for appropriate training information. Training costs will be paid in accordance with contract provisions.

d. Information on training courses and sources may be obtained through your installation training or personnel office. Allocated training spaces are obtained through the Total Army Centralized Individual Training Solicitation (TACITS) process. Two solicitations are conducted each year and include all known individual institutional training courses conducted by or for the Army. The courses in appendix A are included in the TACITS. Information on attending courses with “space available” can be obtained by contacting the training source.

6. Certification requirements.

a. Employees in positions covered by this regulation should be certified. Certification is based on training, and/or experience in munitions, satisfactory job performance, and approval by the certification official.

b. Certification should be accomplished within 24 months of assignment to that position.

c. Recommend that all covered employees, as a minimum, be interim certified prior to assignment to munitions operations (paras 4d and 5b).

d. Grandfather clause. An employee with 3 years continuous experience in a covered position as of the published date of this regulation and a current full successful or better performance rating may be certified in that specific position without completion of the training specified in appendix A. However, if training space and funds are available, this employee should be encouraged to attend applicable courses.

e. Employees in covered positions with an unacceptable performance rating and/or who fail to successfully complete recommended training should be reassigned to a position or duties not requiring certification.

f. Certification recommended by this regulation does not negate basic job requirements established by civilian personnel regulations.

g. Military personnel assigned to a specific short-term project and working under close supervision of certified personnel do not require certification. Military personnel working in their MOS, assigned to other than short-term projects, are exempt from the provisions of this regulation.

h. Temporary civilian employees should, as a minimum, have interim certification.

7. Training records and certificates.

a. Installations should record each individual's training and certification on existing DA training records. Records must be current and available for review.

b. DA Form 87 may be used, in addition to DD Form 1556, to recognize and document certification. This certificate should be presented to the recipient at an appropriate ceremony to acknowledge the individual achievement and importance of the program.

Appendix A

Training Requirements

A-1. The following are recommended training requirements:

Commodity	Course Title*	Length	Recommended for
C	Special Technical Ammunition	2 weeks	N
C	¹ Technical Ammunition	7 weeks, 3 days	S
G	Basic Missile Operational Safety	1 week	N
G	² Basic Guided Missile	2 weeks	S
T	Technical Chemical Surety Materiel	2 weeks	S, N
C	¹ Ammunition Maintenance	3 weeks, 3 days	S
C	³ Ammunition Demilitarization	2 weeks, 3 days	S, N
C, G, T	MTMC-2	2 weeks	S
G	² Air Defense Missiles	2 weeks, 3 days	S
G	² Land Combat Missiles	3 weeks, 2 days	S

NOTES

1. Technical Ammunition is a prerequisite for Ammunition Maintenance.
2. Basic Guided Missile is a prerequisite for Air Defense and Land Combat Missiles.
3. Ammunition Demilitarization applies only to those individuals employed in the disposal of ammunition by burning or destruction.

*Course titles are from the U.S. Army Defense Ammunition Center and School. Equivalent courses from other sources may be substituted upon approval by the local certification board.

A-2. In the "commodity" column, C is conventional ammunition and explosives; G is guided missiles and large rockets; and T is chemical surety materiel.

A-3. In the "recommended for" column, S is all wage grade supervisors, surveillance inspectors, and individuals in position responsible for knowledge of overall operations in the commodity as determined by the certification board. N is all other covered employees.

A-4. The courses recommended for certification will depend on commodity area and duties performed. A person should take the recommended training course(s) for the commodity area in which he/she works.

A-5. Some individuals normally assigned in one area covered by certification can reasonably be expected to perform duties occasionally in other areas based on installation workload. In such areas where periodic reassignments between or among commodities are anticipated, employees should be trained and certified in each area.

Appendix B

Examples of Typical Covered Positions

Position	Job Series
Laborer	WG-3502
Blocker and Bracer	WG-4602
Equipment Mechanic	WG5352
Motor Vehicle Operator	WG-5703
Forklift Operator	WG-5704
Engineering Equipment Operator	WG-5716
Crane Operator	WG-5725
Munitions Inspector	WG-6501
General Foreman	WG-6501
Explosives Operator	WG-6502
Explosives Operator Leader	WL-6502
Explosives Operator Foreman	WS-6502
Planner Estimator (Explosives Operator)	WD-6502
Munitions Destroyer	WG-6505
Munitions Destroyer Leader	WL-6505
Munitions Destroyer Foreman	WG-6505
Toxic Materiel Handler	WG-6511
Warehouse Worker	WG-6907
Warehouse Worker Leader	WL-6907
Warehouse Foreman	WS-6907

FOR THE COMMANDER:



JACK B. FARRIS, JR.
Major General, GS
Chief of Staff

DISTRIBUTION:
TRADOC Instls (except Carlisle Barracks): D; H1